



# Manager's Report

*For Council Meeting 6/11/02*

## FINANCE

Listed below are the new businesses licensed during this period:

<u>Business Name</u>	<u>Address</u>	<u>Business Type</u>
Accent Lighting	124 Carnaby Way NE	Deck Lighting
Angels in the Attic	209 E Market St NE	Retail - Antiques
Boxing Unlimited	640 Nathan Pl NE	Advertisement
Bridal Angels	425 Deer Path Ave SW	Hair Salon
Handy Guy, The	809 Kendra Ter NE	Handyman Service
McCann, Beverly A	313 Chaucer Pl NE	Sewing
Shenandoah Medical Billing LLC	419 Old Waterford Rd NW	Medical Billing
Shulman, David	406 Dodd Ct NW	Lawn Service
The Cleaning Authority	100 Dry Mill Rd SW #102	Residential Cleaning

## HUMAN RESOURCES

Pursuant to Section 4-3 of the Town Charter, the following personnel actions have occurred since the last report:

<u>New Hires</u>	<u>Position</u>	<u>Department</u>
Elizabeth Stewart	Telecommunications Technician I	Police

<u>Resignations</u>	<u>Position</u>	<u>Department</u>
None		

## PLANNING AND ZONING

Plans Reviewed Between May 21 and May 31, 2002

- Edwards Landing Section 1, Landscape Plan Revisions to the Development Plan, J.J.
- Leesburg Country Club, Boundary Lot Adjustment, Combining 2 parcels into one, N.C.
- Loudoun Sport and Health, Boundary Line Vacation Plat, J.J.
- Turner Wilson, Construction Drawings, Development of 16 Single Family Homes, NC
- Stratford Ryland Land Bay D. Final Plat (Duplexes), Construction of 58 Duplexes, Insert Revisions, J.J.
- Stowers Phase 1 Section 2, Final Plat, Construction of 108 Single family Homes, Signature Sets, NC
- Stratford Ryland Lake Facility, Construction of Recreational Lake Facility, Recommended for Approval, J.J.

- Edwards Landing Phase 2b, Recreation Center, Construction of a 4000 square foot Recreation Center, Recommended for approval, NC
- Stratford Ryland Land Bay D. Construction Drawings (Duplexes), Construction of 58 Duplexes, J.J.
- Georgetown Mews, Final Plat, Construction of 16 Single Family Homes, Approved, NC
- O'Connor Tract Elementary and Middle Scholl Development Plan, NC

Plans Accepted For Review Between May 21, and May 31, 2002

O'Connor Tract, Elementary and Middle school Development Plan  
Allman Property Sanitary Water and Sewer Extension, Development Plan  
Potomac Crossing Section 8 Boundary Line Adjustment

**Comprehensive Planning**

**Special Exceptions**

SE 2001-10: Lot 4, Cardinal Industrial Park – For an auto body/vehicle service shop at the intersection of Cardinal Park Drive and Trailview Blvd. The Planning Commission voted to recommend approval of this SE at the May 2<sup>nd</sup> meeting. The Town Council worksession for June 10<sup>th</sup> and the public hearing for June 11<sup>th</sup>.

SE 2001-07: Tires Plus – Leesburg Park Shopping Center, for a vehicle service facility, south of Edwards Ferry Road, across from Sheetz. A vote on a recommendation from the Planning Commission is scheduled for the June 6<sup>th</sup> meeting. The Town Council preview is scheduled for June 24<sup>th</sup>.

SE 2002-01: 309 Parker Court – For a vehicle sales and repair facility (accessory use). The Planning Commission worksession is scheduled for July 18<sup>th</sup> and the public hearing is tentatively scheduled for August 1<sup>st</sup>.

SE 2002-02: God's Children Learning Center – Located at 101 Davis Avenue, for a commercial childcare center. The Planning Commission worksession is scheduled for July 18<sup>th</sup> and the public hearing is tentatively scheduled for August 1<sup>st</sup>.

**Rezoning**

Stratford Concept Plan, Proffer Amendment, and Town Plan Amendment: Reactivation of ZM 159 to study and revise the commercial section of the concept plan. A Planning Commission preview was held on April 18<sup>th</sup> and the Public Hearing was held on May 2, 2002. The Planning Commission held worksessions on May 9<sup>th</sup> and May 23<sup>rd</sup> and have scheduled a site visit and worksession for June 17, 2002.

Hawkins: The Planning Commission preview was held on May 16<sup>th</sup> and the public hearing is scheduled for June 6<sup>th</sup>. In addition, a Public Hearing before the Town Council is being advertised for the June 25, 2002 Town Council meeting.

ZONING PERMITS ISSUED 02-644 TO 02-722

**ZONING PERMITS ISSUED RESIDENTIAL**

Potomac Crossing 5 SFD @ \$105,000

Kincaid Forest 6 SFD @ \$105,000

Exeter Hills 2 SFD @ \$100,000

Potomac Station 6 SFD @ \$105,000

**ZONING PERMITS ISSUED COMMERCIAL**

116-P Edwards Ferry Road \$30,000 - Colonial Square  
241 Fort Evans Road Suite 425 \$5,200 -Leesburg Corner Outlets  
803 Sycolin Road S.E. Suite 222- Leesburg Airpark \$40,000  
120 East Market Street NE -Interior Alterations \$12,000  
415 Drymill Road - Replacement Fire Doors \$20,000

**OCCUPANCY PERMITS ISSUED RESIDENTIAL**

Tavistock Farms 2 SFA  
Kincaid Forest 4 SFD  
Edwards Landing 1 SFA  
Potomac Station 3 SFD  
Leesburg Square 1 SFD  
Potomac Crossing 1 SFD

**OCCUPANCY PERMITS COMMERCIAL**

NONE ISSUED

**WATER & SEWER ADMINISTRATION**

During this time frame 32 Public Facility Permits were sold totaling \$403,204.00 and 30\_\_ \_\_work orders for meter sets were processed.

**Capital Projects Update**

- Cardinal Park Sewer – Contractor has finished work on Dry Mill Road, Queen Street, Washington Street, Tuscarora Drive and a part of King Street. The main sewer line in Cardinal Park Drive has been completed and the contractor has begun pavement patching. Extension of sewer to Leesburg Honda and Jerry's Ford will begin soon.
- Evergreen Mill forcemain project has been advertised in the local paper and requests mailed out to approximately 45 contractors.
- During this period four plans were reviewed for development within the service area. Also five requests were processed for water and sewer modeling.
- Utility Lines Division land purchase negotiations continue with the owner's attorney.

**WATER SUPPLY DIVISION****Capital Projects Update****Water Treatment Plant Upgrade to 10 MGD**

- Final completion was granted to the contractor on February 22, 2002. Liquidated damages under the contract total \$612,000.
- The contractor is performing warranty item work.
- The engineer continues to configure the automatic control system.

**Water Filtration Plant Security System**

- Addendum #1 was mailed to perspective bidders on May 29, 2002.
- Bid opening date is scheduled for June 7, 2002.

**Sludge Storage Tank Mixing Equipment**

- The Engineer (CH2M Hill) has recommended a mixing system consisting of a pump and nozzle system. Design is in progress.

**WATER POLLUTION CONTROL DIVISION****BIOSOLIDS PRODUCT PRODUCTION**

Prouction of the town's biosolids product continues and town citizens have expressed a tremendous interest in receiving the product. All regulatory approvals have now been received. Trademark protection for the modified name has been initiated and the Distribution and Marketing Programs will be presented to Council for final action soon. The following quantities of product have been distributed through May 31, 2002:

- Town Property – 30.31 tons used on 13 acres
- Town citizens – 31.63 tons distributed to 192 citizens
- Town employees – 3.73 tons to 38 employees for promotion
- Permitted sites – 123.32 tons on all 4 farms
- Generic product wholesale – 3.0 tons to a local golf course.

**UTILITY LINES DIVISION****Installations made during this period**

Install sample hydrant at Heritage High School.

**Training**

Held safety training covering Book #5 (Highway Safety).

Ken Binder & Mike Cummings attended "Miss Utility" regional meeting.

Performing annual flushing throughout the town of dead end lines and blowoff hydrants.

**Summary Programs**

Performed complete maintenance on 80 fire hydrants.

New connections to town utility system: 30.

Responded to 423 requests to locate utilities (Miss Utility).

**TOWN OF LEESBURG**

Full-time positions being recruited as of June 7, 2002

Department	# Vacs	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accept
<b>Econ Dev</b>	1	Admin Associate II	3/9/01	√	√	On hold			
<b>Finance</b>	1	Mgmt/Budget Analyst	4/5/02	√	√	√			
	1	Parking Booth Attendant	7/1/02	√	√				
<b>Eng &amp; PW</b>	1	Construction Inspector	4/1/02	√	√	√	√		
	1	Maintenance Worker I	4/4/02	√	√				
	1	Construction Insp Cap Proj	7/1/02						
	1	Senior Engineer	7/1/02						
<b>IT</b>	1	Webmaster	7/1/02	√	√				
<b>P&amp;R</b>	1	Fitness Supervisor	7/1/02	√					
	1	Asst Fitness Supervisor	7/1/02	√					
	1	Asst Pool Supervisor	7/1/02	√					
	1	Front Desk Supervisor	7/1/02						
	2	Custodian	7/1/02						
<b>P&amp;Z</b>	1	Director of P&Z	8/4/01	√	√	√	√	√	√
	2	Senior Planner	7/1/02	√	√				
	2	Planner	7/1/02	√	√				
	1	Zoning Inspector	7/1/02						
<b>Police</b>	1	Major	5/1/02						
	4	Police Officer	7/1/02						
	1	Communications Tech I	7/1/02						
<b>Util Admin</b>	1	Senior Engineer	7/1/02						
<b>Util Lines</b>	1	Inspector Supervisor	7/1/02	√					
	2	Inspector	7/1/02	√					
	1	Equipment Operator	7/1/02	√					
	1	Maint Worker II	7/1/02	√					
<b>Water</b>	1	Maintenance Worker II	7/1/02	√					
<b>Wastewater</b>	1	Maintenance Worker III	7/1/02	√					
	1	Sr Operator	7/1/02						
<b>Util Maint</b>	1	Lead Maintenance Mech	7/1/02	√					
<b>TOTAL</b>	36								